

**Woodburn Planning Commission  
Meeting Minutes  
December 08, 2022**

**CONVENED:** The Planning Commission met at 7:00 p.m. both an in-person & virtual public meeting session via GoToMeeting video conferencing,

**ROLL CALL:**

Chair	Piper	Absent
Vice-Chair	Ellsworth	Present
Commissioner	Hernandez-Mejia	Present (Late)
Commissioner	Berlin	Present
Commissioner	Corning	Present
Commissioner	Bartel	Present
Commissioner	Lassen	Present

**Staff Present:**

Chris Kerr, AICP, Community Development Director  
Dan Handel, AICP, Planner

**Introduction:** Vice-chair Ellsworth began the meeting at 7pm. Vice-chair Ellsworth asked staff to begin roll-call. Vice-Chair Ellsworth led everyone through the Pledge of Allegiance.

**Minutes:** Vice-Chair Ellsworth brought up the minutes for **November 10, 2022**. She asked for a motion to approve of these minutes. Commissioner Berlin motioned to approve of the minutes from **November 10, 2022**. Commissioner Corning seconded. The vote was unanimous and the minutes of **November 10, 2022** were approved.

**Business from the Audience: None.**

**Communications: None.**

**Public Hearings:**

*DR 22-03, EXCP 22-02, VAR 22-04*

Vice-Chair Ellsworth opened the public hearing for **Design Review (DR) 22-03, Street Exception (EXCP) 22-02, & Variance (VAR) 22-04: Woodburn II Assisted Living Facility 2355 N. Boones Ferry Rd.** Vice-Chair Ellsworth explained that this project was a proposed two-story, 46-unit assisted living facility at 2355 N. Boones Ferry Road.

Vice-Chair Ellsworth asked the Commission if there are any declarations, potential conflicts of interests, *ex-parte* contacts, or site visits. There were none and she asked if anyone wanted to challenge the Commission, which there were none.

Vice-Chair Ellsworth asked for the public hearing statement, and Director Chris Kerr read the statement.

After the statement, Planner Dan Handel moved on to the staff report presentation of **Design Review (DR) 22-03, Street Exception (EXCP) 22-02, & Variance (VAR) 22-04: Woodburn II Assisted Living Facility 2355 N. Boones Ferry Rd.** Planner Handel presented the issues that the Planning Commission would need to consider and the staff report was entered into record. He presented the site plan and gave some context about the site. Planner Handel moved onto to discuss the proposed development and gave background information on about it to the Planning Commission. He showed the design review of the project and talked about the conditions of approval for that portion of the project. Planner Handel moved

onto street improvements, first about N. Boones Ferry Rd as the existing improvements don't meet the requirement of a minor arterial street. He talked about the street improvements for County Club Rd. **Planner Handel** concluded his presentation by presenting the staff recommendations and then asked if the **Planning Commission** had any questions. The **Planning Commission** asked about the street improvement for Country Club Rd, specifically about the size of the sidewalk. **Planner Handel** answered with 5 ft. **Vice-Chair Ellsworth** asked about the shared driveway and if it's wide enough egress and ingress of the population. **Planner Handel** responded with a yes and that it's around 28 ft. wide.

**Testimony by the Applicant: Mark Miller, architect from Ankrom Moisan, 38 NW Davis St, Suite 300, Portland, OR 97209.** He introduced **Terri Waldroff, 1800 Blankenship Rd Suite #475 West Linn, OR 97068** and she's the manager of the current ownership group. She was also the manager when the memory care facility was constructed. They will continue to own and operate both care facilities. She believes that this facility would be a perfect fit for the Woodburn community and they appreciate the support from **staff** and **Planning Commission**. **Applicant Miller** showed a slideshow of the memory care and how it would be constructed. He stated that the team took into consideration the scale of the other residential facilities and wanted to match it. **Applicant Miller** gave details of the facility features; 46 assisted living units, outdoor courtyard for residents, private outdoor patios for residents, and other amenities. **Applicant Miller** displayed the map of both the 1<sup>st</sup> and 2<sup>nd</sup> floor layout and locations of resident rooms and amenities. He then showed the map of the outer layout of the facilities and concluded his presentation.

**Testimony of Proponents: None.**

**Testimony of Opponents: None.**

**Vice-Chair Ellsworth** asked if there were any additional questions for the applicant before she closed the hearing. **Commissioner Berlin** asked to clarify a statement that **Ms. Waldroff** made about the current group was planning to keep the facility and **Ms. Waldroff** clarified her statement saying that the only thing they shared jointly is the parking. The ownership won't change, unless they decide to sell the building in the future.

**Vice-Chair Ellsworth** closed the public hearing and asked the **Planning Commission** to deliberate. Everyone agreed that it's a good project and it would benefit the community. **Vice-Chair Ellsworth** entertained a motion. **Commissioner Corning** moved that the **Planning Commission** should approve the **Design Review (DR) 22-03, Street Exception (EXCP) 22-02, & Variance (VAR) 22-04: Woodburn II Assisted Living Facility 2355 N. Boones Ferry Rd**, subject to the staff report conditions of approval and to be prepared for the signature of the **Chair**. **Commissioner Hernandez-Mejia** seconded. The vote was unanimous and **Design Review (DR) 22-03, Street Exception (EXCP) 22-02, & Variance (VAR) 22-04: Woodburn II Assisted Living Facility 2355 N. Boones Ferry Rd** was approved.

*DR 22-13 & EXCP 22-10*

**Vice-Chair Ellsworth** opened the public hearing for **Design Review (DR) 22-13 & Street Exception (EXCP) 22-10: Unitus Community Credit Union**. **Vice-Chair Ellsworth** explained that this project was a proposed three-story, 16,500 square foot office building for Unitus Community Credit Union at 2951 Stacy Allison Way.

**Vice-Chair Ellsworth** asked the **Commission** if there are any declarations, potential conflicts of interests, *ex-parte* contacts, or site visits. There were none and she asked if anyone wanted to challenge the **Commission**, which there were none.

**Vice-Chair Ellsworth** asked for the public hearing statement, and **Director Kerr** read the statement.

After the statement, **Planner Dan Handel** moved on to the staff report presentation of **Design Review (DR) 22-13 & Street Exception (EXCP) 22-10 Unitus Community Credit Union**. **Planner Handel** presented the issues that the **Planning Commission** would need to consider and the staff report was entered into record. He presented the site map and gave some site context about the proposed site. **Planner Handel**

explained the proposed development and showed visuals of the site plans and proposed building. **Planner Handel** talked about the street improvements and what the applicant is requesting to do. These include dedicating 6 ft. of ROW, to maintain existing curb-to-curb improvements (no on-street bike/pedestrian path), constructing an 8-ft wide sidewalk as a shared bike/pedestrian path, landscape strip with 5 street trees and a crosswalk across Stacy Allison way. **Planner Handel** moved on the transportation portion of the project and what were the traffic impact analysis findings. **Planner Handel** concluded with the staff recommendations for approval with conditions and asked for any questions from the **Planning Commission**.

**Director Kerr** asked him to explain briefly about the Interchange Management Area (IMA) overlay district and how it feeds into some of these criteria and conditions of approval and in terms of SDC charges. **Planner Handel** discussed the purpose of transportation SDCs and the importance of the intergovernmental agreement between the city and **ODOT** to monitor the amount of development within the IMA while making sure the City will have money for improvements or that improvements will be made by applicants.

**Commissioner Corning** asked about Stacy Allison Way and Evergreen RD and wondered if it is an intersection under Woodburn jurisdiction. **Planner Handel** answered that **Commissioner Corning** is correct and **Commissioner Corning** asked if there are solutions to solve the traffic problem caused by that intersection. **Planner Handel** explained that there are a few ideas that **staff** and **ODOT** are considering, such as a roundabout or a traffic light. **Commissioner Berlin** asked about how the area would develop and where the money would come from to make the improvements. **Planner Handel** responded by explaining as the area continues to develop, similar proportionate-share contributions would be applied to those developments. There are a number of undeveloped sites within the IMA area that would be required to provide proportionate share contributions. **Director Kerr** explained more about the project and what SDCs the applicant would have to pay, as an example would be an additional transportation SDC fee specific to the IMA. **Commissioner Corning** asked if the applicant pays only the one time or they pay annually and **Director Kerr** replied that the applicant only pays once.

**Commissioner Bartel** asked about the traffic impacts to the Evergreen Rd / Stacy Allison Way intersection and shared concerns about a 4-way intersection on Harvard DR and Stacy Allison Way in front of the proposed development. **Director Kerr** mentioned that **staff** has been working on trying to solve these issues and referenced the growing number of projects that will have impacts on these intersections. **Director Kerr** explained that the City is looking into acquiring jurisdiction of right-of-way from Marion County for the Parr Rd / Butteville Rd intersection and, once complete, the City can make improvements that are necessary for the community of Woodburn. While the city can only work what they have, **Director Kerr** assured the **Planning Commission** that **staff** and the City are putting significant time and effort into planning for and mitigating traffic issues in this area. The **Planning Commission** and **staff** talked more about traffic impact by other developments in the area. **Planner Handel** asked **Commissioner Bartel** if her question was answered, which he followed up with an explanation about the area and the street layout to **Commissioner Bartel**.

**Testimony by the Applicant: Will Grimm, Project Manager from First Forty Feet, 412 NW Couch St. Suite #405 Portland, OR 97209.** Applicant Grimm stated that staff did an amazing job with the staff report and he and his team are available for questions the Planning Commission may have for the proposed project.

**Terie Ebert from Unitus Community Credit Union, 7190 SW 126<sup>th</sup> Ct. Beaverton, OR 97008. Ms. Ebert** introduced herself and several others from the Unitus Team to answer any questions.

**Vice-Chair Ellsworth** asked if anyone had questions for the applicant, which there were none.  
**Testimony of Proponents: None.**

**Testimony of Opponents: None.**

**Vice-Chair Ellsworth** asked if there were any additional questions for the applicant before she closes the hearing. Hearing none, **Vice-Chair Ellsworth** closed the public hearing and asked the **Planning Commission** to deliberate. **Commissioner Bartel** noted that she believes that this is an interesting development plan and is happy to see this project coming into the area. She went on to say that even though she has traffic concerns, she is confident that **staff** and the other departments in Woodburn will work hard to improve the traffic situation.

**Vice-Chair Ellsworth** entertained a motion. **Commissioner Corning** moved that the **Planning Commission** to approve the **Design Review (DR) 22-13 & Street Exception (EXCP) 22-10: Unitus Community Credit Union**, subject to the conditions of approval from the staff report and to be prepared for the signature of the **Chair**. **Commissioner Berlin** seconded. The vote was unanimous and **Design Review (DR) 22-13 & Street Exception (EXCP) 22-10: Unitus Community Credit Union** was approved.

**Business from the Commission: None.**

**Staff Update: Director Kerr** had a few quick updates for the **Planning Commission**. First, there will not be a second **Planning Commission** meeting this December. There will be one on **January 12<sup>th</sup>, 2023** and that will include hearings for two projects.

**Director Kerr** mentioned the traffic update and that he will bring that issue up with the **City Council** on their Monday meeting on **December 12<sup>th</sup>, 2022**.

**Director Kerr** reminded **Planning Commissioners** who are reaching the end of their term, would need to reapply for the position either online or filling out a form at City Hall. **Commissioner Berlin** is the only one who would be reaching the end of their term this month.

**Adjournment: Vice-Chair Ellsworth** entrained a motion to adjourn. **Commissioner Corning** motioned to adjourn for the evening and **Commissioner Berlin** seconded. The vote was unanimous and the meeting was adjourned at 8:08pm.

APPROVED \_\_\_\_\_  
Lisa Ellsworth  
Vice-Chair of Planning Commission  
City of Woodburn, Oregon

\_\_\_\_\_  
Date

ATTEST \_\_\_\_\_  
Chris Kerr  
Community Development Director, AICP  
City of Woodburn, Oregon

\_\_\_\_\_  
Date